

87 Nepperhan Ave  
Room 212  
Yonkers, NY 10701

**CITY OF YONKERS**  
**TRANSIENT MERCHANT SALES**  
**LICENSE APPLICATION**

Phone: 914-377-6808  
Fax: 914-377-6811  
Website:  
[www.YonkersNY.gov](http://www.YonkersNY.gov)

**Please Note:**

**If the required supporting documents are not submitted with the application, it will result in the delay and/or denial of the application.**

**Requirements:**

1. Application must be signed by the applicant before a Notary Public.
2. Provide two (2) passport-sized photographs taken within sixty (60) days of application date.
3. Provide a copy of a valid NYS Driver's License issued by the Motor Vehicle Department. If you do not have a NYS Driver's License, a copy of a Motor Vehicle issued NY State ID Card is required.
4. Application must be completed and submitted with a certified check or money order only, payable to the City of Yonkers, in the amount of \$250.00.
5. Must submit an original bill of sale/invoice of all inventory to be sold. A copy will be retained for our records.
6. Consent form must be completed by Owner of property.
7. For Christmas tree sales only:
  - Trees may not constitute a hazard to adjoining buildings.
  - Tree storage is not permitted inside any building occupied as a residence.
  - Trees shall not be stored near fuel dispensing pumps.
  - No fires permitted on property where trees or decorations are stored or sold.
  - Transients must comply with all codes of the City of Yonkers Building and Housing Department and the Yonkers Fire Department.
8. Must submit a copy of your validated Certificate of Authority card from the NYS Department of Taxation for sales tax collection.
9. If applicant is a member of a partnership or sole proprietor of the business and it is located within the County of Westchester, a copy of the Business Certificate obtained from the County Clerk of Westchester County must be provided. For County Clerk call 914-995-2000. If applicant is a corporation, copy of Certificate of Incorporation or filing receipt must be submitted.

**LICENSING FEES AND EXPIRATION DATE**

**\$250.00**

License expires 2 months following date of issuance

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Kerry O'Brien Hess, Director

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**CITY OF YONKERS BUILDING AND FIRE DEPARTMENT CODE FOR CHRISTMAS TREES**

**Fire:**

**Article I-Section 59-28**

- A. Christmas trees and live decorations for wholesale or retail display and sale shall be stored in a manner which is safe and not a fire hazard. No Christmas trees shall be sold at wholesale or retail unless a permit has first been issued by the Fire Commissioner.
- B. A cash bond in an amount sufficient to cover cleanup costs shall be posted in order to assure a removal of unsold trees and any remaining decorations after storage or sale. All unsold trees and remaining decorations shall be removed by 12:00am (midnight) on December 26th.
- C. The cash bond shall be returned to the permittee after the Fire Commissioner inspects the sales and storage sites and determines that the storage of Christmas trees and decorations have been eliminated.

**Building and Housing:**

**Article VI-Section 43-43**

1. Temporary Christmas Tree sale operation shall be permitted in an open yard or an unused portion of a parking lot of a permitted principal commercial used from the day after Thanksgiving to December 30.
2. All structures used in such an operation shall be portable and removed from the premises following the close of business, but no later than December 30.
3. If such sales are conducted within or over existing parking spaces, the applicant shall provide proof that such spaces are not needed for parking and are available for such use without creating undue parking congestion in the surrounding area. In addition, sufficient space shall be provided abutting but not upon the public street or right-of-way such that a minimum of two (2) passenger vehicles are able to park parallel to but not upon such a public street.
4. One portable sign, no larger than twelve (12) square feet in area shall be permitted.
5. Temporary outdoor lighting of such sales and parking areas shall be provided if the operation remains open after dark.
6. Only Christmas trees and wreaths shall be sold at such locations.

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**Transient Merchant Sales**

Pursuant to the provisions of the Code of the City of Yonkers, I the undersigned respectfully petition for the below-listed license in the City of Yonkers, and for that purpose, I hereby provide the following answers to the questions contained herein.

Applicant is: \_\_\_\_\_ Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Are you a citizen of the United States?

If not, please provide a copy of your INS A Card and #

Have you ever been arrested or convicted of a crime?

If yes, explain:

Exact name and location of business engaged in by applicant during the past five years and, if a corporation and not in existence for the past five years, for period since its incorporation:

Detailed description of the type and kind of goods, wares, and merchandise to be offered for sale, and an itemized statement of the cost price to the applicant hereto, the total being:

Describe place where such stock was/is to be purchased/acquired:

License #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

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Period of time for which the permit is desired:
Describe manner of the business (specify whether the same is for the sale of a particular stock or merchandise ready and on the premises, or to be acquired, or whether the same be for the sale of a particular type of stock to be continued only until public demand for same has been satisfied, or whether it is the intention of the applicant to establish a permanent place of business within this city:
The exact location in Yonkers where transient sales business is to be conducted:
Name and address of landlord from whom premises are to be rented:

<b>FOR PARTNERSHIP: Provide the following information for each partner.</b>			
Name	Address	Social Security #	Telephone #

<b>FOR CORPORATION</b>			
Name of Corporation:			
Date of Incorporation:		State in Which Corporation was Organized:	
Is Corporation authorized to do business in the State of New York?			
Names and Business Addresses of Office Managers, in Charge, and Directors:			
Name	Address	Social Security #	Telephone #

Mike Spano, Mayor  
Kerry O'Brien Hess, Director

## Owner's Affidavit of Consent to Operate a Transient Business

IN THE MATTER OF: \_\_\_\_\_,  
(Name of Applicant)

APPLICANT FOR A LICENSE TO OPERATE A TRANSIENT BUSINESS AT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF NEW YORK )  
COUNTY OF \_\_\_\_\_ ) :SS

I, \_\_\_\_\_, being duly sworn depose  
and say that:

\_\_\_\_\_ is the owner of the land  
and improvement located at the address named above where the Transient business  
is to operate. The deponent individually, as such owner, or on behalf of said corpora-  
tion as its duly authorized officer and managing agent, hereby consents that the appli-  
cant named above may maintain a transient business on said premises, until said con-  
sent is terminated in writing and a copy of such termination is transmitted by certified  
mail, return receipt requested, to the Consumer Protection Bureau.

Deponent warrants that he or she is authorized to make this affidavit and the state-  
ments and representations contained herein.

\_\_\_\_\_  
(Signature)

SWORN TO BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY

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**AFFADAVIT**

I hereby apply for a permit conduct a Transient Retail Business as set forth herein, and agree to comply with all provisions of the City Code of the City of Yonkers and pay the tax as therein provided on gross sales weekly, and further acknowledge that failure to submit weekly sales reports and payments will result in the forfeiture of aforementioned \$500.00 bond.

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**ACKNOWLEDGEMENT OF PRINCIPAL (INDIVIDUAL/PARTNERS)**

I hereby swear that the foregoing statements are true to the best of my knowledge and belief, and that I am duly authorized to make application for the permit provided herein.

State of New York  
County of Westchester  
City of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared \_\_\_\_\_, known to be the individual described in, and who executed the foregoing instrument, and acknowledge to me that he/she had executed the same.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Notary Public  
Commissioner of Deeds

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**ACKNOWLEDGEMENT OF PRINCIPAL (CORPORATE OFFICER)**

I hereby swear that the foregoing statements are true to the best of my knowledge and belief, and that I am duly authorized to make application for the permit provided herein.

State of New York  
County of Westchester  
City of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared \_\_\_\_\_, who acknowledged himself/herself to be the \_\_\_\_\_ (title) of \_\_\_\_\_, a corporation, and that he/she as such officer being authorized to do so executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself/herself as such officer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Notary Public  
Commissioner of Deeds

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Mike Spano, Mayor  
Kerry O'Brien Hess, Director